Report Detailed Design Description

A Report Design defines the purpose and records the layout of a printed report that will be generated by an application. Use a Report Definition to record the design of new or modified reports within an application.

The **General** area of the sample documents configuration management and audit trail information concerning this document. The **Summary** area of the sample documents the name, a short paragraph, and a list of keywords that describe the content of this document.

Category: Classifies the type of report.

Tool: Name of tool used to create the report.

Retention Amount: Measure of time the report is retained before disposal.

Retention Period Type: The chronological period used to measure the information in Retention Amount. Typical unit values are in Seconds, Minutes, Hours, Days, Weeks, Months, and Years.

Average Volume: Approximation of the average volume usage for this report.

Maximum Volume: Approximation of the peak volume of usage for this report.

Volume Period Type: The chronological period used to measure the information in Average Volume and Maximum Volume. Typical unit values are in Seconds, Minutes, Hours, Days, Weeks, Months, and Years.

Printer Form Type: Form type that must be loaded into the printer to print the report.

Frequency of Preparation: The frequency with which the report is prepared and distributed. Typical unit values are in Seconds, Minutes, Hours, Days, Weeks, Months, and Years.

Distribution: Divisions, departments, or individuals receiving this report.

Number of Copies: Number of copies to be created of this report.

List of Recipients: Divisions, departments, or individuals receiving this report.
- **Recipient:** Name of the division, department, or individual receiving the report.
- **Copy Category:** Type of distribution of this report. Typical values are Original, Copy, and Final.
- **Media Type:** Method of transmitting the report when it is distributed. Possible values are Paper, Microfiche, Diskette, CD ROM, Electronic, and Office Mail.

Data Elements: List of data elements with sorting information (or references to deliverable documents which describe the data elements) that represent the fields on the report. Also includes information concerning how the report should be sorted based on certain fields, and when page breaks should occur based on changes of certain field values.

Report Layout: Design of what the report looks like.

Performance Considerations: Length of time required to create the report and the effect of creating the report on other aspects of the application.

Security Considerations: Security issues concerning those who have authority to create the report.

Business Logic/Calculation Rules: Logic for all fields being calculated by the report extract including totaling logic and summary levels.

Report Detailed Design Template

IPT Name:		
Deliverable Name: Report Detailed Design Template		**Date Completed:**
Contact Information		
	Name	Channel Unit
IPT Sponsor		
Channel Task Manager		
CIO Task Manager		
Contractor Task Manager		
Task Order Number:		

General

Type:	Report Definition
Version number:	1.0
Version labels:	1.0
	CURRENT

Created:	08/24/98 08:33:52 AM
Modified:	10/15/98 09:36:08 AM
Last modified by:	UserX
Created by:	UserX

Summary

Name:	Employee Transaction Detail
Title (Description):	To ensure that all employee payroll transactions are properly made to the Employee Database. This report shows the Employee Transaction Detail and the Database before and after posting the transaction.

Keywords:

Details

Category:	Accounting
Tool:	VISION:Builder
Retention amount:	5
Retention period type:	Year
Average volume:	4
Maximum volume:	8
Volume period type:	Monthly
Printer form type:	Standard Stock
Frequency of preparation:	Weekly
Number of copies:	1

Distribution

List of recipients:

Recipient	Copy category	Media type
Central Accounting	Original	Electronic

Data Elements

List of data elements:

Sort?	Sort seq #	Data Element	Break
Yes	1	Employee Number	Section
No		Current Gross	
No		Current Period National Income Tax	
No		Current Period Disability Tax	
No		Current Period State Income Tax	
No		Current Period Misc. Deductions	
No		Current Period Credit Union Deductions	
No		Current Period Insurance Deductions	
No		Current Period Net Pay	

Additional Information

The following section can be used to provide additional information. It is free text only and will not be stored in the associated property pages.

Report Layout

Employee Transaction Detail

Employee Number
000221735

GROSS PAY	FED W/H	OASDI W/H	ST TAX	MISC	CREDIT UNION	INS	NET PAY
2139.91	486.76	155.2	63.36	5.00	353.09	43.46	1033.04

Performance Considerations

Estimated report run time is five minutes; no impact on current application processes is expected.

Security Considerations

The Payroll Services and Process Scheduling teams should have security access to create the report.

Business Logic/Calculation Rules

NET PAY = (GROSS PAY – (FED W/H + OASDI W/H + ST TAX + MISC + CREDIT UNION + INSURANCE))